



# EEO NEWSLETTER

October-December FY13

## MESSAGE FROM THE STATE EQUAL EMPLOYMENT MANAGER (SEEM)

Happy New Year to everyone!



Hoping that your holiday was filled with lots of fun-filled celebrations and activities.

One of my favorite activities, during this time of the year, is to hear everyone's New Year's Resolution.

According to University of Scranton's, Journal of Clinical Psychology, here are the top 10:

1. Lose Weight
2. Getting Organized
3. Spend Less, Save More
4. Enjoy Life To The Fullest
5. Staying Fit and Healthy
6. Learn Something Exciting
7. Quit Smoking
8. Help Others In Their Dreams
9. Fall in Love
10. Spend More Time With Family.

It is recommended that your approach to accomplishing your pledge leads to a lasting, fundamental

improvement, and **NOT** from a "quick fix" approach.

For example, don't "lose weight" - **be healthy**. Don't "get organized", **stay organized**. Don't "spend more time" with the family, **share quality time with them**.

With that said, Here's to lasting, fundamental change for 2013!!!!

It is always my pleasure to serve you.

**Your SEEM,  
CPT Amelia Coppage**

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### Quote of the Quarter:

**"The diversity of our people is a source of strength for the Army"**  
**CSA George W. Casey**

## EEO/POSH TRAINING FY13

EEO/POSH are mandatory training requirements conducted annually for all Technicians and Federal Civilian Employees.

The training is intended to improve/achieve equal opportunity within the organization and to eliminate and prevent conditions that adversely affect mission readiness.

The block of instruction is two hours provided by PowerPoint, DVDs, facilitated discussion, and other approved training aids by the EEO Office.

**Other training offered by the EEO office includes: Diversity, Effective Communication, Focus Groups, and other facilitated training designed to enhance our workplace environment.**

Contact the EEO Office NOW to

reserve your date. Time depends on your location.

### Available FY13 Dates:

March 5, 12, 19 & 26.

April 9 & 23.

May 1, 14, 22 & 29.

June 4, 11, 18, & 25.

July 16, 23 & 30.

Time frames available: 1000-1200 & 1400-1600 depending on locations.

The Equal Employment Oppor-  
tunity Commission has primary



What started at the turn of the century as an effort to gain a day of recognition for the significant contributions the first Americans made to the establishment and growth of the U.S., has resulted in a whole month being designated for that purpose.

One of the very proponents of an American Indian Day was Dr. Arthur C. Parker, a Seneca Indian, who was the director of the Museum of Arts and Science in Rochester, N.Y. He persuaded the Boy Scouts of America to set aside a day for the "First Americans" and for three years they adopted such a day. In 1915, the annual Congress of the American Indian Association meeting in Lawrence, Kans., formally approved a plan concerning American Indian Day.

It directed its president, Rev. Sherman Coolidge, an Arapa-

hoe, to call upon the country to observe such a day. Coolidge issued a proclamation on Sept. 28, 1915, which declared the second Saturday of each May as an American Indian Day and contained the first formal appeal for recognition of Indians as citizens.

The year before this proclamation was issued, Red Fox James, a Blackfoot Indian, rode horseback from state to state seeking approval for a day to honor Indians. On December 14, 1915, he presented the endorsements of 24 state governments at the White House. There is no record, however, of such a national day being proclaimed.

The first American Indian Day in a state was declared on the second Saturday in May 1916 by the governor of New York. Several states celebrate the fourth Friday in September. In Illinois, for example, legislators enacted such a day in 1919. Presently,

several states have designated Columbus Day as Native American Day, but it continues to be a day we observe without any recognition as a national legal holiday.

In 1990 President George H. W. Bush approved a joint resolution designating November 1990 "National American Indian Heritage Month."

Similar proclamations, under variants on the name (including "Native American Heritage Month" and "National American Indian and Alaska Native Heritage Month") have been issued each year since 1994.

*Information courtesy of the Bureau of Indian Affairs, U.S. Department of the Interior*



## COUNSELOR'S CORNER

### Contacting an EEO Counselor

If you believe that you have been the victim of discrimination, you generally have 45 days from the day the discrimination occurred to contact an EEO Counselor where you work or where you applied for a job. If the discrimination involved a personnel action (for example, a demotion or firing), you generally must contact the EEO Counselor within 45 days of the day the personnel action takes effect.

### EEO Counseling Process

Once you contact the agency's EEO Office, an EEO Counselor will talk to you about your rights and responsibilities and will take down some basic information about your situation.

In most cases, the EEO Counselor will give you the choice of participating either in EEO counseling or in an alternative dispute resolution (ADR) program, such as a mediation pro-

gram. Not all problems are covered by an agency's ADR program, and the EEO Counselor should be able to tell you whether yours is the type of situation that is covered. If it is not covered, then the Counselor will try to settle the matter informally.

If you do not settle the dispute during counseling or through ADR, you can file a formal discrimination complaint against the agency with the agency's EEO Office.

The Counselor will hold a final interview with you and then give you a notice with instructions about how to file a formal complaint. This interview will take place within 30 days from the day you first contacted the EEO Office to request counseling (unless you participated in ADR or agreed to an extension of up to an additional 60 days). If you participate

in ADR, the pre-complaint process is extended to 90 days.

### EEO Counselor's:

**CPT Edward Harris:** 1030th Trans BN, Gates City. 276-386-9187

**MAJ Timothy Wine .** G6, Fort Pickett, VA 434-298-6258

**CW3 Renate Long:** G4, Fort Pickett, BLDG 142, 434-292-8342

**SFC Frederick Nicholas:** FMS 2, Sandston, 804-328-3035.

If you believe you have been the victim of discrimination, you have 45 days to contact an EEO counselor or the SEEM.

Interested in becoming a counselor, please contact the EEO office at 434-298-5929 or 434-292-8218.

## EEO COUNSELOR'S NEEDED!!!

### **EEO Counselor's Course Offered** May 6-9, 2013(32 hr course)

May 10, 2013 (8 hr refresher course)

The Virginia National Guard is currently seeking full time employees interested in becoming Equal Employment Opportunity counselors. The individual must have problem-solving skills, have a professional demeanor and understand the importance of confidentiality. If you are in-

terested, please submit an application signed by your supervisor NLT **28 February 2013.**

New EEO Counselors are required to attend an initial 32-hour training course. The training will qualify new Equal Employment Opportunity Counselors for their additional duty and provide refresher training for experienced counselors IAW 29 CFR 1614.

The course will focus on the purpose of Equal Employment Oppor-

tunity, roles and responsibilities of counselors, policies, and procedures, writing counselor's reports and complaint processing.

Upon completion of this four-day course, new and experienced counselors will be qualified to assist individuals in processing and resolving complaints and complaint processing.

Visit: <https://vko.va.ngb.army.mil/Jstaff/SEEM/default.aspx>

## SIX TIPS TO MANAGE WORKPLACE CONFLICT

Ever held a differing opinion from your boss? Boasted dissimilar ideas than your co-worker? Been knocked out by a colleague over a disagreement about a project? (OK, so the last one might be a stretch, but it's happened before...)



Join the club.

Human resource managers report spending 24 to 60 percent of their time dealing with employee disputes.

The number of violent incidents in the workplace has been increasing steadily, according to a study by the Society of Human Resource Management (SHRM). Nearly 60 percent of respondents said violence had occurred in their organization during the past three years, and they identified "personality conflicts" as the leading cause.

If you have ever found yourself in this predicament. Make use of the following tips to resolve conflict at work:

- **Choose your battles.**

How important is the dispute really? Does it truly affect you, and is it a chronic problem? If

it's a one-time incident or mild transgression, let it pass, says Steven Menack, a professional divorce and business mediator.

- **Expect conflict.**

Decide that friction will occasionally emerge in the course of human relationships, Stieber says. Don't fear it – rather, learn to spot the symptoms early and see opportunity in the resolution.

- **Use neutral language.**

Avoid judgmental remarks or sweeping generalizations, such as, "You always turn your reports in late." Use calm, neutral language to describe what is bothering you. For example: "I get very frustrated when I can't access your



reports because it causes us to miss our deadlines." Be respectful and sincere, never sarcastic, Menack suggests.

- **Practice preventive maintenance.**

Avoid retreating to the safety of withdrawal, avoidance or the simplistic view that your co-worker is a "bad person," Stieber says. These are defense mecha-

nisms that prevent the resolution of conflict. Menack suggests focusing on the problem, not the person. Never attack or put the other person on the defensive, he says. Focus on actions and consequences.



- **Listen actively.**

Never interrupt the other party, Menack urges. Really listen and try to understand what the other person is saying. Let him know you understand by restating or reframing his statement or position, so he knows you have indeed heard him.

- **Get leverage on yourself.**

When dissent between you and a co-worker appears without resolution, it is time to get leverage. Ask to be held accountable. This brings your performance evaluation into the equation but without taking away your responsibility for resolving the conflict. This is hard to do, but remarkable change can happen when you are held to task.

*Information courtesy of Career-Builders.com*

## UPCOMING EVENTS

### **MARTIN LUTHER KING JR. DAY, JANUARY 21, 2013, THEME: "DAY OF SERVICE"**

#### **What is the MLK Day of Service?**

Dr. Martin Luther King Jr. once said, "Life's most persistent and urgent question is: 'What are you doing for others?'"

Each year, Americans across the country answer that question by coming together on the King Holiday to serve their neighbors and communities. The MLK Day of Service is a part of United We Serve, the President's national call to service initiative. It calls for Americans from all walks of life to work together to provide solutions to our most pressing national problems. To find more information or a project visit: <http://mlkday.gov/>

### **BLACK HISTORY MONTH, FEBRUARY 1-28, 2013, THEME: "AT THE CROSSROADS OF FREEDOM AND EQUALITY: THE EMANCIPATION PROCLAMATION AND THE MARCH ON WASHINGTON"**

The year 2013 marks two important anniversaries in the history of African Americans and the United States.

On January 1, 1863, the Emancipation Proclamation set the United States on the path of ending slavery. In 1963, a century later, America once again stood at the crossroads. Nine years earlier, the U.S. Supreme Court had outlawed racial segregation in public schools, but the nation had not yet committed itself to equality of citizenship. Segregation and innumerable other forms of discrimination made second-class citizenship the extra-constitutional status of non-whites.

**2013 Luncheon and Featured Authors' Event:** *2013 National Black History Theme: At the Crossroads of Freedom and Equality: The Emancipation Proclamation and the March on Washington*

Time: 12:30 pm, When: Saturday, February 23, 2013 at Washington Marriott Wardman Park Hotel, 2660 Woodley Road N.W., Washington, DC 20008 Phone: 202-328-2000 To read the full pdf summary visit:

### **WOMEN'S HISTORY MONTH, MARCH 1-31, 2013, THEME: "WOMEN INSPIRING INNOVATION THROUGH IMAGINATION: CELEBRATING WOMEN IN SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS"**

Quote for Women's History Month:

I DEMAND THE INDEPENDENCE OF WOMAN, HER RIGHT TO SUPPORT HERSELF;  
TO LIVE FOR HERSELF; TO LOVE WHOMEVER SHE PLEASES, OR AS MANY AS SHE PLEASES. I  
DEMAND FREEDOM FOR BOTH SEXES, FREEDOM OF ACTION, FREEDOM OF LOVE AND  
FREEDOM IN MOTHERHOOD.

By: EMMA GOLDMAN, 1897

**2013 Women's History Event:** *Virginia War Museum in Newport News is featuring: Women's History Month Film Fest: Fly Girls, 1:00 pm, Saturday, March 2, 2013.*

The museum will host a film festival during the month of March featuring films depicting women's roles in the military. All movies are free with each day's paid admission. All movies start at 1 p.m.

*Fly Girls:* At the height of World War II, more than a thousand women left their homes and jobs for the opportunity of a lifetime—joining the Women's Air Force Service Pilots (WASP) to become the first female pilots to fly for the United States military. Drawing on archival footage, rarely seen home movies, and interviews with pilots themselves, the women of the WASP take wing once again, to tell their story of skill, determination, and courage.

For more information visit: <http://www.warmuseum.org>

## VA-ARNG

JFHQ-EEO  
ATTN: CPT Coppage /SGT Carpenter  
BLDG 310, Ft Pickett  
Blackstone, VA 23824

Phone: 434-298-8512/434-298-5929  
Amelia.coppage.mil@mail.mil/  
lori.p.carpenter.mil@mail.mil



Virginia National Guard Equal  
Opportunity Website:  
<https://vko.va.ngb.army.mil/Jstaff/SEEM>



### *Curious About EEO/EO?*

Have a question think it may be EEO/EO related or not, just ask us and we will get you on the right path to the answer.



Question: What is the definition of a hate group?

Answer: A **hate group** is an organized group or movement that advocates and practices hatred, hostility, or violence towards members of a race, ethnicity, religion, gender, sexual orientation or other designated sector of society. According to the United States Federal Bureau of Investigation (FBI), hate groups' "primary purpose is to promote animosity, hostility, and malice against persons belonging to a race, religion, disability, sexual orientation, or ethnicity/national origin which differs from that of the members of the organization." The Southern Poverty Law Center's (SPLC) definition of a "hate group" includes those having beliefs or practices that attack or malign an entire class of people, typically for their immutable characteristics.

In the US, two main organizations that monitor intolerance and hate groups are the Anti-Defamation League (ADL) and the SPLC. Hate groups are also tracked by the FBI. The ADL and the SPLC maintain a list of what they deem to be hate groups, supremacist groups and anti-Semitic, anti-government or extremist groups that have committed hate crimes. However, at least for the SPLC, inclusion of a group in the list "does not imply a group advocates or engages in violence or other criminal activity." According to the SPLC, from 2000 to 2008, hate group activity saw a 50 percent increase in the US, with a total of 926 active groups. The FBI does not publish a list of hate groups, and "Investigations are conducted only when a threat or advocacy of force is made; when the group has the apparent ability to carry out the proclaimed act; and when the act would constitute a potential violation of federal law."

Information from: [http://en.wikipedia.org/wiki/Hate\\_group](http://en.wikipedia.org/wiki/Hate_group)